



# CALIFORNIA AIR RESOURCES BOARD

## DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### EXECUTIVE ASSISTANT EXAM CODE: 4AR06

#### HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

**AIR RESOURCES BOARD**  
Personnel/Examination Section  
1001 "I" Street/P.O. Box 2815  
Sacramento, CA 95812

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**FINAL FILING DATE:** June 18, 2004

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

#### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during June/July 2004.

**SALARY RANGE:** \$3072 - \$3734

#### COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board within the past three years and/or the final filing date.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either**" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

#### EITHER I

One year of experience in the California state service performing secretarial duties at

a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.

#### OR II

One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.

#### OR III

Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician.

(Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)

#### ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with microcomputers, personal computers and/or video display terminals and their capabilities.

#### THE POSITION

Under direction of a high level administrator, the Executive Assistant provides staff assistance on sensitive departmental or program issues; provides administrative and secretarial support and provides office management, supervision and direction of subordinate and support staff and other related office services. A significant portion of the time an Executive Assistant is responsible for relieving an administrator of assigned administrative detail, carrying out assignments on his/her own initiative and for obtaining facts on which decisions are made. Typical tasks include: researching confidential and sensitive departmental or program issues; utilizing microcomputers to revise and extend information contained in the databanks; developing and implementing computer-based management information systems for the Administrator; responding to telephone and written inquiries from the Governor's Office, Legislature and other high level contacts on behalf of the Administrator; following up on projects and requests assigned to programs, developing or assisting in the development of office workloads and planning standards, staffing requirements and budgets; preparing and signing correspondence in the absence of the Administrator; directing the activities of support staff; operating systems; reviewing materials submitted by programs for format, content and grammar.

A position exists in Sacramento.

#### EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**EXECUTIVE ASSISTANT  
CD40-1728 EXAM CODE: 4AR06**

**FINAL FILING DATE: JUNE 18, 2004**

**QUALIFICATION APPRAISAL INTERVIEW - WEIGHTED 100%**

**SCOPE**

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's.

**A. Knowledge of:**

1. The principles and methods of public and business administration.
2. Office management principles, methods and procedures.
3. Good personnel and fiscal management practices.
4. The organization's relationship with other governmental entities.
5. The administrator's responsibilities with regard to the organization's programs.
6. The functions, programs and operations in the Administrator's areas of responsibility.
7. The principles and practices of supervision.
8. The department's Equal Employment Program objectives.
9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

**B. Ability to:**

1. Think clearly and analyze problems of organization and management and take effective action.
2. Handle sensitive and confidential assignments with tact and diplomacy.
3. Work under pressure and time constraints.
4. Handle changing priorities.
5. Establish and maintain cooperative working relationships.
6. Communicate effectively.
7. Type at a speed of 45 words per minute.
8. Supervise the work of others.
9. Effectively contribute to the department's equal employment objectives.

**ELIGIBLE LIST INFORMATION**

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE CREDITS** and **CAREER CREDITS** are not granted in promotional examinations.

**GENERAL INFORMATION**

**"The energy challenge** facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at [www.arb.ca.gov](http://www.arb.ca.gov)".

**It is the candidate's responsibility** to contact the Air Resources Board Exam Analyst, **Geoffrey Martinez at (916) 327-3515** three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Geoffrey Martinez at (916) 327-3515** three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

**Applications are available** at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Air Resources Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, ad 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**To obtain this document in an alternative format or if you have special accommodation needs, please contact the Air Resources Board ADA Coordinator at (916) 323-4916. For specific examination questions contact the Exam Analyst at (916) 327-3515. TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.**